

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
COMMUNITY CODE ENFORCEMENT PILOT PROGRAM
1800 Third Street, Suite 260
Sacramento, CA 95814

APPLICATION FOR CODE ENFORCEMENT FUNDING

1. APPLICANT INFORMATION

Name: _____
Address: _____
City, State, ZIP: _____
Contact: _____ Title: _____
Phone: () _____ Fax: () _____
E-mail Address: _____

2. APPLICANT BACKGROUND AND EXPERIENCE

a. Type of Organization:

_____ City _____ County _____ City and County

b. Legal Status:

Resolution authorizing application. (See Appendix "A" for Sample)
(A letter from the department head may be substituted providing it states a resolution will be obtained at the earliest feasible time and in any event prior to a contract being executed). **(Exhibit 1)**

c. Code Enforcement Experience:

- I. Provide a brief description of your organization's history and experience with code enforcement. **(Exhibit 2)**
- II. List the geographic area(s), and provide map, where your organization currently operates code enforcement program(s). **(Exhibit 3)**

3. LEGISLATIVE DISTRICT AND REPRESENTATIVE

Applicant Office Location:

Assembly:	District No: _____	Representative: _____
State Senate:	District No: _____	Representative: _____
Congress:	District No: _____	Representative: _____

4. GRANT REQUEST

Total Grant Funds requested: \$ _____

Year one disbursements \$ _____

Year two disbursements \$ _____

Year three disbursements \$ _____

a. Will the grant funds be used as salary for a code enforcement officer and directly related program costs? Yes _____ No _____

b. Will the grant funds requested be in addition to the applicants existing funding for code enforcement? Yes _____ No _____

5. MATCHING FUNDS/HOURS

Total matching funds/hours \$ _____ and/or _____ hours week

Year one match \$ _____ and/or _____ hours week

Year two match \$ _____ and/or _____ hours week

Year three match \$ _____ and/or _____ hours week

a. Do the matching funds being provided by applicant represent at least the cost of one city planner, health official and/or comparable specialist for at least 20 hours per week for the three-year duration or other comparable resources? Yes _____ No _____

b. What will the matching funds or reserves be providing and who will provide them?

6. PROPOSED COMMUNITY CODE ENFORCEMENT PROGRAM (**Exhibit 4**)

Provide a detailed description of the community code enforcement pilot program your organization is requesting funding for.

The proposal must provide for the development of a code enforcement team consisting of a least one full-time code enforcement officer and a part-time city planner, health officer, or comparable specialist.

Additionally, the proposal must identify, in general terms, the nature, source, and timing of the matching resources. Additionally, the proposed program must include one or more activities which can be measured to indicate the success of the program and/or which may be replicable in other jurisdictions. Some types of program activities are set forth in the attached Application Process Memo as item number 6, under the rating and ranking of applications section.

7. CONSISTENCY OF PILOT PROGRAM WITH LOCAL AGENCIES AND PLANS

(Exhibit 5)

Provide a plan demonstrating an intent to ensure a cooperative and effective working relationship between code enforcement officials, local health department officials, local prosecutorial agencies, and officials operating local programs providing public funds to finance affordable rental housing rehabilitation and repairs which includes assistance to owners and prevention or mitigation of resident displacement.

- a. The plan should demonstrate a commitment from all participating agencies involved with the community code enforcement program to minimize or mitigate displacement, and facilitate repairs and rehabilitation. (Include an acknowledgement from officials of all participating agencies, and a referral system showing available funding through local, state, federal and private assistance programs.)
- b. The plan should explain and demonstrate in specific terms the consistency of the proposed community code enforcement program with local specific or general plans, including the housing element, Consolidated Plan and federal housing plans.

8. PROPOSED PROGRAM TARGET AREA(S) INFORMATION (Exhibit 6)

If the community code enforcement program includes more than one target area, please provide the following information for each target area. Provide a map with geographic boundaries of each target area outlined. (NOTE: information may be derived from documents used for other purposes, such as the federal Consolidated Plan, housing element, or funding requests; sources of information [e.g., 1990 Census] and terms' definitions [e.g., "deteriorated"] should be identified.)

- a. What was the target area population and composition based on the 1990 census?
- b. What was the total city or unincorporated area population and composition based on the 1990 census.
- c. Is the target area populated by high percentages of lower income households with significant numbers of deteriorating housing stock containing reported or suspected housing code violations? Yes _____ No _____
- d. What percentage of the housing units in the program target area is considered substandard? _____ %
- e. What percentage of substandard housing units in the program target area do lower income households occupy? _____ %
- f. What percentage of housing units in the program target area is suspected of being owned by absentee owners? _____ %
- g. What percentage of applicant's total housing stock is in the program target area? _____ %

- h. What is the ratio of housing units in the target area relative to the total number of housing units in the city or unincorporated jurisdiction? _____ %
- i. What is the number of complaints, related to building and housing code standards, within the target area relative to the rest of the jurisdiction? Include complaints from other agencies and private companies, i.e. termite inspectors, utility companies. _____ %
- j. What is the number of housing units affordable to lower income households that will be rehabilitated or otherwise brought into compliance with applicable building and housing codes as a result of the proposed community code enforcement program? _____ %
- k. What is the estimated amount of grants and low interest rehabilitation loan funds, from sources other than this program, that will be made available during each of the three program years to the owners of housing units in the target area affordable to lower income households that are determined to need rehabilitation or repair pursuant to the program? Indicate sources and approximate amounts (e.g., redevelopment funds, HOME funds, CDBG funds, etc.) \$ _____

9. FINANCING AVAILABILITY (**Exhibit 7**)

Explain and demonstrate in specific terms applicants working relationship with local government housing rehabilitation financing agencies, including financing availability, staff resources, and willingness to finance affordable rental housing rehabilitation and repairs which includes assistance to owners and prevention or mitigation of resident displacement.

Provide the following information on each agency:

Agency Name _____
 Program Name _____
 Contact Person _____ Title _____
 Title _____
 Phone No. () _____ email _____
 Types of assistance _____

10. VIOLATION REVIEW (**Exhibit 8**)

Explain and demonstrate in specific terms applicants plan for timely and effective administrative and judicial enforcement of code violations and plans to identify and prosecute owners with habitual, repeated, multiple code violations that have remained unabated beyond the period required for abatement.

- a. Include evidence of a cooperative and working relationship between other agencies including, but not limited to:
- I. Code enforcement officials.
 - II. Local prosecutorial agencies.
 - III. Local health department officials.

b. Describe procedures to be used with landlords, owners and tenants for dealing with violations including but not limited to:

- I. Write-ups – Notice of Violation.
- II. Notification to violators and tenants.
- III. Timeline for re-inspections and legal referrals.
- IV. Extension procedures
- V. Mitigating circumstances – “Good faith” efforts.

c. Describe procedures to be used for judicial enforcement including but not limited to:

- I. Repercussions of noncompliance.
- II. Guaranteed commitment to prosecute.
- III. Establishing timelines for compliance.
- IV. Protection of tenants, if applicable.
- V. Selection of civil versus criminal prosecution.

11. MATCH REQUIREMENTS **(Exhibit 9)**

Explain and demonstrate in specific terms for any entity, agency or division providing the matching hours or funds, all of the following.

- a. Local appropriate agency intent to provide the required match.
- b. Local appropriate agency intent to carry on funding or hours each year of the grant period for continued community code enforcement activity.

12. CODE ENFORCEMENT STAFFING **(Exhibit 10)**

Provide a project organization chart and identify and explain the current and increased staffing and/or resources dedicated to local building code enforcement using existing funds the State grant funds, and local matching resources. Include information on each of the following topics.

- a. The current staffing level dedicated to existing code enforcement in the Building Department.
- b. The current staffing level dedicated to existing code enforcement activity in the health, prosecution and/or housing departments, if those departments are involved in this grant effort.
- c. The number of proposed new staff or other resources and the agency(s) they will work for or report to.
- d. For each new staff person or other resource identified in item c, indicate the percentage of time devoted to this project.

- e. For each new staff person or other resource identified in item c, attach a job description and hiring qualifications, or equivalent performance requirements and contracting procedures.

13. CODE ENFORCEMENT STAFF VISIBILITY (**Exhibit 11**)

Provide a plan demonstrating the method applicant will use to insure high visibility of code enforcement staff and how applicant intends to create close and frequent communication and interaction with property owners, tenants and other residents of the target area, including in the evenings and on weekends. Some methods may include:

- a. High Visibility

- I. Means of visibility. E.g. marked car, logo on vest, sign, ID, volunteers, etc.
 - II. Frequent visits in the target area, other than scheduled inspection or complaint visits.

- b. Close Communication

- I. Available, phone line with messaging
 - II. Timely responses to request for assistance
 - III. Type of response (e.g., written, telephone, personal)
 - IV. Visits to rehabilitation sites during repairs (other than required inspections)
 - V. Multi-lingual documents, forms, and speakers.

14. CODE ENFORCEMENT COMMUNITY MEETINGS (**Exhibit 12**)

Provide a plan showing how applicant intends to have and structure the formal and informal meetings to be conducted by the code enforcement team to inform owners and residents of the pilot program. The plan may include but is not limited to:

- a. Meeting locations to be within target area.
- b. Meeting times relative to the needs of the people served.
- c. Persons and agencies or other resources that will attend meetings.
- d. Procedures for the meetings.
- e. Means of judging public response to meeting.
- f. Procedures to ensure that appropriate bilingual staff attend meetings.
- g. Provisions for open discussion groups for interested parties.

15. PROGRAM ANNUAL BUDGET (**Exhibit 13**) (See Appendix “B” for sample format.)

Provide a copy of the program's annual budget for year one, including sources and uses of funds, hours, or other resources based on the community code enforcement program goals and staffing described above.

16. APPLICATION AUTHORIZATION

THIS APPLICATION WAS PREPARED BY:

_____ Name (Print or Type)	_____ Title
_____ Signature	_____ Date

THIS APPLICATION IS SUBMITTED BY:

I/We certify that the information and statements submitted in and attached to this application, are true, accurate and complete to the best of my/our knowledge. I/We authorize the Department of Housing and Community Development to verify any information pertaining to this application. I/We acknowledge and understand that if facts and/or information herein are found to be misrepresented, it may constitute grounds for rejection of the application or default of the Community Code Enforcement Pilot Program grant for which this application is being made.

_____ Name (Print or Type)	_____ Title	_____ Date
_____ Signature	_____ () Phone	
_____ Name (Print or Type)	_____ Title	_____ Date
_____ Signature	_____ () Phone	

COMMUNITY CODE ENFORCEMENT CHECK LIST

EXHIBITS TO BE ATTACHED TO THIS APPLICATION

Please tab each exhibit as required by the application and place the exhibit behind the completed application according to the corresponding exhibit numbers listed below.

1. Copy of resolution authorizing this application. (ITEM 2.b)
As a time-saver, the resolution may also authorize execution of the contract and other documents needed to process a grant.
(See Model Resolution, Appendix "A".)
2. Organization history and experience. (ITEM 2.c.I)
3. Organization's current operation. (ITEM 2.c.II)
4. Proposed Community Code Enforcement Program. (ITEM 6)
5. Consistency Of Program With Local Agencies And Plans. (ITEM 7)
6. Proposed Project Target Area Information. (ITEM 8)
7. Financing Availability. (ITEM 9)
8. Violations Review. (ITEM 10)
9. Match Requirements. (ITEM 11)
10. Code Enforcement Staffing. (ITEM 12)
11. Code Enforcement Staff Visability (ITEM 13)
12. Code Enforcement Community Meetings (ITEM 14)
13. Program Proposed Annual Budget. (ITEM 15)
(See the Sample Annual Budget Format, Appendix "B".)

APPENDIX "A"

SAMPLE RESOLUTION

CODE ENFORCEMENT INCENTIVE PROGRAM (CEIP)

THE CITY COUNCIL OF

HEREBY AUTHORIZES THE SUBMITTAL OF A GRANT APPLICATION, THE INCURRING OF AN OBLIGATION, THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO, AND ANY OTHER DOCUMENTS NECESSARY TO SECURE A CEIP GRANT FROM THE STATE OF CALIFORNIA.

WHEREAS

- A. _____ (*name of applicant*)
(hereinafter referred to as "City") is a public entity established under the laws of California and empowered to enter into an agreement to receive State funds to promote code enforcement efforts and to commit to providing annual matching funds or reserves.
- B. The California Department of Housing and Community Development (hereinafter referred to as the "State") is authorized to make grants to assist with code enforcement efforts.
- C. The City wishes to obtain from the State a grant for assisting with code enforcement activities and intends to offer matching funds and resources as identified in its application.

IT IS NOW RESOLVED THAT:

- 1. The City may submit to the State an application for a CEIP grant for use in the City.
- 2. If the application is approved, the City is hereby authorized to incur an obligation to provide matching funds or resources in any amount not less from the amount approved by the State and to enter into a grant agreement with the State for the purposes set forth in the application and approved by the State. It also may execute a contract and other instruments necessary or required by the State to govern and secure the match obligation, the performance obligation, and the state funding commitment.
- 3. The City is further authorized to request amendments, including, but not limited to funding increases in amounts up to amounts approved by the State, and to execute any and all documents required by the State to govern and secure these amendments.

4. The City authorizes _____ (*name(s) of officer(s) authorized*) to execute in the name of the City, the application and the agreement, and other instruments necessary or required by the State for the making and securing of the grant, and any amendments thereto.

PASSED AND ADOPTED THIS _____ DAY OF _____, 20____,

BY THE FOLLOWING VOTE:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

CERTIFICATION:

The undersigned _____ Secretary of the City Council here before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the City Council adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended, or repealed.

Secretary

Date


NOTES:

1. This is intended to be a model for resolutions authorizing grant applications. Applicants may use their own format if they contain substantially all the authorizations in the model.
2. This model uses language appropriate to a city. Other government agencies may want to substitute more appropriate terminology for them.
3. The person attesting to the vote and certifying the resolution may not be a person authorized by the resolution to execute documents.

APPENDIX "B"

SAMPLE ANNUAL BUDGET FORMAT

Including Sources and Uses Information
(Estimate if actual not available)

USES	SOURCES				
	CEIP Grant Funds	Other Funds* (Identify Sources)			Total Annual Budget
		1	2	3	
PERSONNEL SERVICES					
1. Salaries					
2. Employee benefits					
3. Admin Supervisory					
SUB-TOTAL PERSONNEL					
NON- PERSONNEL					
4. Space rent					
5. Utilities					
6. Telephone					
7. Equipment					
8. Office materials					
9. Other costs (detail):					
a.					
b.					
SUB-TOTAL NON-PERSONNEL					
TOTAL ANNUAL BUDGET					

NOTE: List the details of each category on a separate page.

* Sources of Funds: 1. _____
2. _____
3. _____